

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

2001-02

	Operating Exp/ Appropriation	Revenue	Revenue Over /(Under) Exp	Local Cost	Staffing
Purchasing	860,603	5,000		855,603	16.0
Mail/Courier Services	6,873,013	7,095,205	222,192		34.0
Printing Services	2,726,150	2,842,683	116,533		18.0
Central Stores	8,264,328	9,073,213	808,885	-	15.0
TOTAL	18,724,094	19,016,101	1,147,610	855,603	83.0

BUDGET UNIT: PURCHASING (AAA PUR)**I. GENERAL PROGRAM STATEMENT**

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of County surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	805,851	1,010,137	991,244	860,603
Total Revenue	163,265	196,460	196,433	5,000
Local Cost	642,586	813,677	794,811	855,603
Budgeted Staffing		17.2		16.0
<u>Workload Indicators</u>				
Purchase orders	2,110	2,000	2,047	2,200
Request For Payments	57,712	45,000	55,547	55,000
Requisitions	4,636	4,000	4,407	4,500
Blanket Purchase Orders	2,606	2,000	2,230	1,600
Request For Proposals	117	150	152	160

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**STAFFING CHANGES**

Changes reflect deletion of 1.2 Public Service Employees previously budgeted to assist in reporting and tracking blanket orders to meet purchasing requirements. Many of the requirements have been met and respective duties have evolved into an "as needed" basis to be performed by temporary help.

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND : General AAA PUR

FUNCTION: General
ACTIVITY: Finance

	2000-01 Actuals	2001-02 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	842,629	861,080	892,415	(18,171)	874,244
Services and Supplies	107,251	109,947	118,677	9,301	127,978
Central Computer	10,765	10,578	11,751	688	12,439
Other Charges	4,321	4,152	4,152	(222)	3,930
Equipment	26,278	24,380	24,380	9,084	33,464
Transfers	-	-	-	(191,452)	(191,452)
Total Appropriation	991,244	1,010,137	1,051,375	(190,772)	860,603
<u>Revenue</u>					
Other Revenue	196,433	196,460	196,460	(191,460)	5,000
Total Revenue	196,433	196,460	196,460	(191,460)	5,000
Local Cost	794,811	813,677	854,915	688	855,603
Budgeted Staffing		17.2	17.2	(1.2)	16.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

Salaries Benefits	31,335	MOU, 7% tier, Workers Comp, Retirement.
Services and Supplies	8,730	Inflation, Risk Management Liabilities.
2410 Central Computer	1,173	
Total Appropriation Change	41,238	
Total Revenue Change	-	
Total Local Cost Change	41,238	

Total 2000-01 Appropriation	1,010,137
Total 2000-01 Revenue	196,460
Total 2000-01 Local Cost	813,677

Total Base Budget Appropriation	1,051,375
Total Base Budget Revenue	196,460
Total Base Budget Local Cost	854,915

Board Approved Changes to Base Budget

Salaries and Benefits	(18,171)	Decrease reflects reduction of 1.2 positions due to completion of certain reporting requirements regarding blanket purchase orders. Future duties will be conducted by temporary help.
Services and Supplies	9,301	Increase due primarily to acquisition of computer equipment to automate purchasing reporting requirements.
Central Computer	688	
Other Charges	(222)	Decrease reflects annual reduction of interest due to reduction in principle.
Equipment	9,084	Increase is a result of a new lease for a server.
Transfers	(121,452)	Reimbursements from Printing, Mail, and Central Stores.
	(70,000)	Reimbursement from HSS for donation of surplus items.
	(191,452)	
Total Appropriation	(190,772)	
Other Revenue	(191,460)	Decrease is a result of conversion to reimbursements per GASB 34.
Total Revenue	(191,460)	
Local Cost	688	